

Extreme Weather Procedure

Purpose

Lord Somers Camp and Power House is committed to providing a safe and secure environment for its employees, members, visitors, volunteers, and program participants.

Activities at Lord Somers Camp may expose participants to harm during extreme weather events. This procedure defines the process for either restricting activities and, if necessary, the cancelation of any camp or program in the event of extreme weather.

This Procedure is designed to draw attention to the general risks of extreme weather especially heat-related illness or injury in that could occur due to extreme weather events.

Scope

This procedure applies to all Lord Somers Camp and Power House employees and volunteers, members and participants across all programs and activities implemented at Lord Somers Camp.

Definitions

Duty of Care	A common law concept that refers to the responsibility of the organisation and individual to program participants, volunteers and members with a level of protection against harm. It is the duty of the organisation and its individuals to protect participants, volunteers and members from reasonably foreseeable risk of or real injury.
Executive Team	The leadership team for a specific LSC&PH program or activity. Specific members /roles of an Executive Team are at the discretion of the Program or Activity Leader.
Extreme Weather Response Team	The team appointed by the Camp Leader to implement the Extreme Weather Procedure in the event it is enacted. At a minimum the team should include members of the Executive Team, Safety Officer, member of the LSC&PH Risk Committee (if available), First Aid Officer and the Offsite Support Contact (as detailed in the CIEMP).
Forecast	Refers to the forecast as predicted for the Cerberus area by the Bureau of Meteorology (BoM)), available at the following website: http://www.bom.gov.au/vic/forecasts/cerberus.shtml
Leader	Any person (paid or unpaid) over the age of 18 who is responsible for the control and safety of members /volunteers placed in their care whilst holding a formal position in Lord Somers Camp and Power House. A leader could include but is not

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	<p>limited to:</p> <p>Camp Leaders</p> <ul style="list-style-type: none"> • Deputy Camp Leaders • Executive Officers • Programs Leader • Slushie King & Slushee Queen • Heads of Departments
Members	Any person who has a current membership subscription to LSC&PH, including various life memberships, term membership or honorary life membership.
Non-essential staff	<p>LSC&PH volunteers or members performing staff roles at camp which are not essential for safe implementation of the camp or the achievement of the desired outcomes of the camp.</p> <p>The designated Executive Team is responsible for determining which staff are considered non-essential.</p>
Non-heat related severe weather event	Severe non-heat weather conditions which may result from various weather events and can be defined as any destructive weather phenomenon. Examples include: severe thunderstorms, severe gale-force winds or flash flooding.
Participant	Any person who attends an LSC&PH program as a participant or a grouper.
Physical activities	Physical activities of a strenuous nature that can be performed either outdoors or indoors.
Volunteers	Any Non-Member who attends LSC&PH activities as a member of the camp's staff under the direction of a Camp Leader.

Responsibilities

Board	<p>Satisfy their primary duty of care by</p> <ul style="list-style-type: none"> • provision and maintenance of a safe work environment • provision and maintenance of safe systems of work • provision of accessible and adequate facilities • provision of any instruction, training, information, and supervision • monitoring of workers health and conditions at the workplace, and
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	<ul style="list-style-type: none"> • maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.
CEO	Ensure that staff are trained in this procedure to ensure their own health and safety and that of others involved in LSC&PH activities.
Hirers	Hirers of Lord Somers Camp and Power House facilities, at Somers and, or Albert Park are responsible for abiding by extreme weather alerts and warnings and must ensure they have their own protocols in place commensurate with this procedure as a minimum standard of care.
Extreme Weather Response Team	Meet and determine actions to be taken in the event of an extreme weather event at Stage 2.
Executive teams and employees	Ensure that this procedure is communicated and applied within their programs and activities.
Volunteers, members, and participants	Follow all reasonable instructions provided by LSC&PH employees and avoid take any actions that could reasonable be viewed as placing themselves or others at risk of injury or harm.

Procedures

1. Extreme Heat

Stage 1: (1 to 2 days forecast $\geq 38^{\circ}\text{C}$)

Day 0	Day 1 $\geq 38^{\circ}\text{C}$	Day 2 $\geq 38^{\circ}\text{C}$ or $< 38^{\circ}\text{C}$	Day 3 $< 38^{\circ}\text{C}$	Day 4 n/a
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(a) If at 9:00am the temperature forecast for the following day (or two) is predicted to be 38°C or higher, then the Safety Officer, in conjunction with the Camp Leader, will prepare to reschedule the following day's physical activities so that they are scheduled outside the hours of 10am to 4pm.

Confirmation for the change in schedule can be made at the 5:05pm forecast on that day.

(b) If at any time during the day the temperature at camp, reaches 38°C or higher, then the Safety Officer, in conjunction with Camp Leader, will reschedule all physical activities for the remainder of that day.

(c) Additional focus is required on the following:

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- Rehydration and UV protection promotion across all camp personnel
- Fire evacuation preparation
- Monitoring of health and fatigue of participants and appropriate response
- Reducing infrastructure and service loads where possible (eg minimizing use of electricity)
- Safety Officer to communicate with the Somers CFA and monitoring of the VicEmergency App
- Installation of temporary Air-conditioning or fans where appropriate

Stage 2: (3 Consecutive Days forecast at $\geq 38^{\circ}\text{C}$)

	Day 0		Day 1 $\geq 38^{\circ}\text{C}$		Day 2 $\geq 38^{\circ}\text{C}$		Day 3 $\geq 38^{\circ}\text{C}$		Day 4 $< 38^{\circ}\text{C}$
BoM Forecast	5:05am	5:10pm	5:05am	5:10pm	5:05am	5:10pm	5:05am	5:10pm	

If the forecast is expected to be 38°C or higher for three consecutive days (as confirmed at the afternoon 5:05pm forecast on Day 0), then Stage 2 is enacted. Procedures for Stage 2 are:

- (a) Establishment of an Extreme Weather Response Team (including external advisor(s)).
- (b) Modification of activities and program timing for all potentially impacted days.
- (c) Voluntary departure of non-essential staff and slushie/ees on the morning of Day 1. This includes more vulnerable staff such as those with pre-existing health conditions which could be exacerbated by extreme heat.

The final decision on which staff can leave is to be confirmed by the Executive Team in consultation with the Safety Officer, First Aid Officer and the Slushie King / Slushee Queen.

If the 3 days of 38°C or higher is confirmed at the afternoon 5:05pm forecast on Day 1 then all non-essential staff and Slushie/Slushees will depart on the morning of Day 2.

- (d) Rehydration promotion to be ongoing throughout camp
- (e) Increased monitoring of health and fatigue of participants and appropriate response
- (f) Reducing infrastructure and service loads where possible (e.g. minimising use of electricity)
- (g) Safety Officer to communicate with the Somers CFA and monitoring of the VicEmergency App
- (h) Briefing to camp participants of response scenarios
- (i) Additional evacuation drill (if required)
- (j) SMS communication with parents /guardians regarding procedures and measures being put in place through the database.

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- (k) Hotline set up in Albert Park office to respond to queries.
- (l) Other measures as determined by the Extreme Weather Response Team.

Stage 3: (4 or more consecutive days forecast at ≥38°C)

	Day 0		Day 1 ≥38°C		Day 2 ≥38°C		Day 3 ≥38°C		Day 4 ≥38°C		Day 5 <38°C
BoM Forecasts	5:05am	5:10pm	5:05am	5:10pm	5:05am	5:10pm	5:05am	5:10pm	5:05am	5:10pm	

If the forecast 38°C or higher for four or more consecutive days, then Stage 3 is enacted. Procedures for Stage 3 are:

- (a) Establishment of an Extreme Weather Response Team (including external advisor(s)).
- (b) Modification of activities and program timing for Day 1 and 2.
- (c) Voluntary departure of non-essential staff and slushie/ees on morning of Day 1, includes more vulnerable staff such as those with pre-existing health conditions which could be exacerbated by extreme heat.

The final decision on which staff can leave is to be confirmed by the Executive Team in consultation with the Safety Officer, First Aid Officer and the Slushie King /Slushee Queen

- (d) If the 4 days or more of 38°C or higher is confirmed at the 5:05pm forecast on Day 1 then
 - Termination of the camp and return of all camp participants to Albert Park on the Morning of Day 2
 - Appropriate temporary accommodation to be organised by LSC&PH for participants in the event that a parent /guardian is away or not contactable.

2. Non-Heat Related Severe Weather Event

(Flood Events or Severe Thunderstorm)

- (a) If at either the 5:05am or 5:05pm forecast, a non-heat related severe weather event is forecasted for the following day, then the Safety Officer in conjunction with Camp Leader will by 10.00 a.m. on the day prior reschedule all outdoor games /activities for the following day.
- (b) If at any time during the day a non-heat related severe weather event takes place at Somers, then the Safety Officer in conjunction with Camp Leader will immediately reschedule all outdoor games /activities for the remainder of that day

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(c) If a non-heat related severe weather event takes place which seriously compromises the safety of camp members (or is forecasted for the following three or more consecutive days) Stage 3 is immediately enacted. Procedures for Stage 3 are:

(a) Establishment of an Extreme Weather Response Team (including external advisor(s)).

(b) Termination of the camp and return of all camp participants to Albert Park (unless professional advice recommends remaining at camp).

(c) Appropriate temporary accommodation to be organised by LSC&PH for participants in the event that a parent /guardian is away or not contactable.

Other relevant policies and procedures

- Occupational Health and Safety Policy
- Risk Management Policy
- Code of Conduct
- Critical Incident and Emergency Management Plan (CIEMP)

Procedure review

Every two years, or following the enactment of this Extreme Weather Procedure, the LSC&PH Risk Committee shall undertake a review of the procedure to assess whether modifications should be made.

Changes to the Procedure will be recommended by the Risk Committee to the Board for approval.